



## VOLKER STEVIN POSITION PROFILE

<b>Position:</b>	<b>Accounts Receivable Clerk</b>	<b>Status:</b>	Full Time - Salary
<b>Company:</b>	Mainline Construction (2014) Ltd.	<b>Location:</b>	Grande Prairie, AB – Main Office
<b>Division:</b>	Accounting & Finance	<b>Supervisor:</b>	Controller

**Volker Stevin Canada and its subsidiaries** across **Western Canada** are dedicated to providing the highest level of quality services in the areas of: construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client’s needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

### Position Rationale

Supporting Volker Stevin Canada and its diverse group of related companies and contributing to the success of Mainline Construction (2014) Ltd. through the delivery of superior customer service, collaboration and combined efforts of the entire Accounting Team. The **Accounts Receivable Clerk** position is the first point of contact for all accounts receivable matters in Grande Prairie, Alberta.

### Position Accountabilities

**Accounting & Administrative:**

- Process daily aggregate sales tickets. Prepare and distribute invoices to customers.
- Maintain files for aggregate tickets and material invoices.
- Balance receivables and generate month end reports.
- Enter cash receipt transactions, make bank deposits.
- Assist with collections of accounts in arrears.
- Perform account maintenance and reconciliation.
- Track quarterly levy payable.
- Perform such other tasks as assigned by the Controller.
- Provide backup for the accounting team where required.

**Customer Service:**



- Clear understanding of who are the internal and external customers of the Volker Stevin Group of Companies.
- Represent Mainline Construction in a professional, helpful and confidential demeanor at all times
- Demonstrate a “can do”, problem solving approach to all inquiries and concerns
- Knowledge of when to escalate an issue for immediate response

**Safety:**

- Actively engage in Volker Stevin Canada’s safety culture.
- Engage senior management on an ongoing basis regarding safety activities and successes.
- Remain visibly committed to the safety excellence way of life by:
  - Participating in all relevant safety training.
  - Following environmental and safety policies and procedures.
  - Ensuring safety and well-being of co-workers and staff & support Respectful Workplace environment
  - Reporting conditions as perceived unsafe.



**Position Requirements**

**Qualifications & Experience:**

- Minimum Grade 12 education.
- Minimum 5 years accounts receivable experience or equivalent training.
- Exceptional organizational skills and attention to detail.
- Ability to work independently and in a team environment.
- Proficient with Microsoft Office applications (Excel, Word, PowerPoint, Outlook).
- Working technical knowledge of Viewpoint ERP, D365, or relevant ERP system is considered an asset.
- Working technical knowledge of Open Invoice is considered an asset.